

**VILLAGE OF HARRISON  
BOARD MEETING MINUTES  
May 25, 2021**

A regular meeting of the Village of Harrison Board was called to order at 6:00pm at the Harrison Municipal Building, W5298 Hwy 114, Menasha, WI 54952 on Tuesday, May 25, 2021. After the Pledge of Allegiance was recited, roll call was taken.

**Board Present:** President Kevin Hietpas, Trustees Julene Baldwin, Mark Van Hefty, Darlene Bartlein, Scott Handschke, Pete Stier, and Matt Lancaster.

**Board Excused:** None

**Staff Present:** Planner Mark Mommaerts, Fire Chief Jarred Gerl, Incoming Village Manager Matt Heiser, Clerk-Treasurer Vicki Tessen, and Officer Joe Tenor

**Correspondence or Communications from Board and Staff**

The Village received an email from Joan King requesting the Village add a link to her website on our website under helpful links. Her website has good information for senior citizens. The Board agreed that this could be useful and agreed that the link should be added to the Village website.

The Village received an email from Jena Kloepfel requesting permission to have a lemonade stand once a week at Darboy Community Park. The funds raised are supporting CarePatrol Fox Cities and the Walk to End Alzheimer's. The Board had no objections for this situation but thought they should set guidelines for future requests, so it doesn't become a free-for-all.

The Village received an email from the Realtors Association of Northeast Wisconsin (RANW) containing a memorandum suggesting how municipalities should use their Federal Stimulus Fund to invest in workforce housing and broadband service.

President Hietpas informed the Board that the soccer fields' grass at Farmer's Field will not be established enough for play until late summer. In another area, Winter weed grass was planted last year that is unsightly. The Village President is to direct the Operations Manager Funk to plant more appealing grass as soon as conditions permit.

Trustee Lancaster shared a resident's concern about the Darboy Club demolition. His suggestion was for the Village to hold a neighborhood meeting or send a letter to keep the neighbors apprised of the progress.

Matt Walters from KASA gave a presentation on soccer in the Fox Valley. The sport is growing and there is a need for more fields. He informed the Board that Farmer's Field would be an ideal location to expand with more fields. There are currently 2 fields, and they would like to have 4

more full sized fields. He expressed that KASA is open to any partnership or assistance that Harrison is willing to provide to help make this happen.

### **Public Comments.**

Mark Peters spoke about his concerns regarding the traffic on Peters Road with people using the yard waste drop off site. He explained the history of the site in that when the land was owned by Appleton Papers he was told that land would not ever become a public use site. Then the Village purchased the land and made it a public use site. He noted that the traffic from the North is 5 times heavier than traffic from the South. Mr. Peters has some suggestions for alternatives and would like to have a discussion on it. The Board agreed to add this to the June 29, 2021 agenda for discussion.

### **Reports**

Reports are on file with the Village Clerk from the following departments: Harrison Fire Rescue, Calumet Co. Sheriff Department, Planning and Zoning, and Treasurer Statement of Income and Expenses.

Harrison Fire and Rescue added a verbal report stating the department will be doing a joint training with the Calumet Sheriff's Department at the Darboy Club site. The Board requested that Chief Gerl give the Clerk the specific burn dates for notifying the public on our social media page. He also informed the Board that all 3 of the fire engines have completed their required annual testing.

Deputy Sheriff Tenor informed the Board that the department will be doing weekly walk throughs at Blu Sapphires to increase their presence and hopeful prevent future disturbances before they occur. He also informed the Board that a couple of 7<sup>th</sup> and 8<sup>th</sup> graders were caught for the recent damage done in the Village and that they have been referred to juvenile court. A suspicious vehicle was located at an area business and upon officers investigating it, they found personal use amounts of meth, cocaine, and marijuana. Due to the recent damage to the park bathrooms, the officers will be diligent in enforcing park closing hours. Lastly, Deputy Sheriff Tenor told the Board that he has been promoted to Patrol Sergeant and will be going back to the County building. He will miss serving the Village of Harrison and its residents. His replacement is Parker Fuller. Tenor is confident Harrison will appreciate Fuller's proactive, personable attitude and will be served well.

There was no report received from the Village Manager, Public Works Dept. / Engineering, nor Harrison Utilities.

There was no report from Parks and Trails, however President Hietpas commented that the Village waives all fees for the Harrison Athletic Association, including liability insurance, alcohol and operator license fees, and dump fees. He suggests this be discussed at a future meeting to ensure the Board is treating all civic groups fairly.

### **Corrections and Approval of the Previous Meetings Minutes**

Two minor corrections were noted in the May 11, 2021 meeting minutes for the Clerk to correct.

*MOTION: Handschke/Lancaster to approve May 11, 2021 minutes with corrections.*

*Motion Carried 7-0*

### **Payments of Bills and Claims**

Trustee Handschke noted the amount the Village pays to our contracted building inspector.

*MOTION Stier/Van Hefty to approve April 02, 2021 – May 19, 2021, bills and claims.*

*Motion Carried 7-0.*

### **Unfinished Business from Previous Meetings for Consideration or Action**

Festival of Lights is requesting permission to use the Darboy Community Park pavilion for extended dates from November 1, 2021 – January 16, 2022, and the waiving of the park rental fee for their event. The Board stated they want proof of insurance, a security deposit, for the Village staff to help promote the event, and to inquire about getting sponsorship rites in exchange for waiving the fees.

*MOTION Stier/Baldwin to approve Festival of Lights' request for using the Darboy Community Park pavilion for extended dates from November 1, 2021 – January 16, 2022, and the waiving of the park rental fee for their event, on the condition that Festival of Lights carries insurance listing the Village and that they provide a refundable security deposit of \$150.00 when they pick up the keys.*

*Motion Carried 7-0.*

### **New Business for Consideration or Action**

Planner Mommaerts submitted in the Board Packet a proposal for an Affidavit of Correction by Kent Gross for Hidden Pines Subdivision. The purpose of the correction is to eliminate a portion of the drainage and storm sewer easement and to identify wetland exemptions.

*MOTION: Handschke/Lancaster to approve the Affidavit of Correction as submitted.*

*Motion Carried 7-0*

Planner Mommaerts submitted in the Board Packet a description of a mini warehousing development project and a request to approve a Conditional Use Permit for Atlas Development at N8972 County Road N.

*MOTION: Lancaster/Stier to approve the Conditional Use Permit with the following conditions:*

- 1. Berms and landscape areas be provided along all sides of the development of proposed Lot 2 (mini-warehousing development). The berm should be 5-feet in height with trees, evergreens, and other plantings that are 5-feet in height at the time of planting (not including root ball). Care should be taken to design the berm and plantings to provide approximately 75% opacity within 5-years.*

2. *Security lighting and video surveillance shall be provided. Any lighting shall be direct cutoff fixtures.*
3. *The entrance shall be gated with a visually pleasing material, either wood or vinyl material. The Plan Commission may approve an alternate material.*
4. *A new road shall be permitted by the Calumet County Highway Department for access to the development. A streetlight shall be installed at the developer's expense at the intersection of County Road N and the new road, Atlas Court. Such streetlight shall be approved by the Village.*
5. *No outside storage of any vehicles, equipment, materials, or items shall be permitted.*
6. *The stormwater management plan approval shall be in accordance with the Harrison rules.*
7. *All exterior building materials shall adhere to the Village Zoning requirements.*
8. *All provisions of the zoning ordinance and all other Village ordinances shall be met.*
9. *Any comments or revisions from Village staff during the site plan review process shall be incorporated as conditions of approval.*
10. *All necessary permits shall be obtained prior to construction.*
11. *Proposed Lot 1 & Lot 3 shall be held for future business/commercial development other than mini warehousing.*
12. *All WDNR permits shall be granted, a copy of which submitted to the Village, for wetland impacts.*
13. *The developer shall acknowledge the conditions of approval and agree to abide by all conditions. Failure to abide by conditions may be cause for revocation of Conditional Use Permit.*
14. *A sanitary sewer & waterman easement shall be listed on the Certified Survey Map for recording.*

*Motion Carried 6-1 with Handschke opposing*

Planner Mommaerts submitted in the Board Packet a Preliminary Plat for a new subdivision called Jewel Box Estates located North of Midway Road, West of Lake Park Road.

*MOTION: Van Heft/Bartlein to approve the Preliminary Plat of the Jewel Box Estates subdivision.  
Motion Carried 7-0*

Planner Mommaerts submitted in the Board Packet a copy of the suggested text amendments to Ord V21-13 – Zoning Text Amendments – Tourist Rooming Houses. The major change between the existing ordinance and the new ordinance is that it has different provisions depending on if the dwelling is rented from 1-6 days or 6-29 days, which is specified in the State Statute.

*MOTION: Handschke/Stier to adopt Ordinance V21-13, Repealing Ordinance V20-12 Municipal Regulations on Short Term Rentals and Recreating as Regulations of Tourist Rooming Houses, as submitted.*

*Motion Rescinded Handschke/Stier*

*MOTION: Handschke/Stier to adopt Ordinance V21-13 Ordinance V21-13, Repealing Ordinance V20-12 Municipal Regulations on Short Term Rentals and Recreating as Regulations of Tourist Rooming Houses, with amendments to item (12) to reflect the effective date be July 1, 2021.*

*Motion Carried 7-0*

Planner Mommaerts submitted a request to Amend Resolution V2021-07, Fee and Penalty Schedule Tourist Rooming Houses to reflect the changes made in Ordinance V21-13.

*MOTION: Handschke/Stier to adopt Resolution V2021-07*

*Motion carried: 7-0*

Darboy Community & Dogwood Parks Playground Equipment was discussed and Planner Mommaerts presented options for both parks.

*MOTION: Van Hefty/Lancaster to purchase Lee Recreation's option #3 for the playground equipment at Darboy Community Park.*

*Motion Carried 6-1 with Hietpas opposed.*

*MOTION: Lancaster/Handschke to purchase Lee Recreation's option #1 for the playground equipment at Dogwood Park.*

*Motion Carried 6-1 with Hietpas opposed.*

An application for a Direct Sellers and Solicitors Permit from Ice Cold Emergency was presented for consideration.

*MOTION: Lancaster/Stier to approve a Direct Sellers and Solicitors Permit for Ice Cold Emergency.*

*Motion Carried 7-0*

### **Future Agenda Items**

- a) Yard waste / dump area
- b) PASER Rating
- c) Operator Licenses / Alcohol Licenses
- d) Gaga Ball Pit
- e) Village response to Darboy Sanitary District's 20% increase.
- f) Cares Act Funds
- g) Coop Rd Update – Bid opening is June 7, 2021
- h) Briski Deferred Assessment service fees

### **Closed Session**

- a) Pursuant to Wis. Stats. §19.85(1)(c), the Board will meet to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- b) Pursuant to Wis. Stats. §19.85(1)(a), the Board will deliberate in closed session concerning a case which is the subject of a judicial or quasi-judicial trial or hearing. The Board will consider tendering the defense of Calumet County Case 2021CV000044 to the Village insurance company.
- c) Pursuant to Wis. Stats. §19.85(1)(e), the Board will meet to deliberate or negotiate the purchase of public property, the investment of public funds or conduct other business when

competitive or bargaining reasons require a closed session to address the following development agreements: ECHOE Enterprises and a senior housing project.

The Board may reconvene in open session pursuant to Wis. Stats. §19.85(2) to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

Roll Call vote to enter closed session: Baldwin- aye; Van Hefty- aye; Bartlein- aye; Hietpas- aye; Handschke- aye; Stier- aye; Lancaster- aye.

*9:45pm MOTION Handschke/Bartlein to go back into Open Session.*

*Motion Carried 7-0*

*MOTION: Stier/Lancaster to approve the addition of a permanent part-time position in the central office.*

*Motion Carried 7-0*

*MOTION: Handschke/Stier to direct staff to tender a lawsuit to the Village's liability insurance company.*

*Motion Carried 7-0*

### **Adjournment**

*MOTION: Baldwin/Stier to adjourn (9:52pm). Motion Carried 7-0.*

Minutes submitted by:

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Vicki L. Tessen, Clerk-Treasurer

Minutes Approved on June 8, 2021